



## JOB DESCRIPTION

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**JOB TITLE:** Accounting Assistant II

**DEPARTMENT:** Finance

**REPORTS TO:** Assistant Director of Finance

**DATE:** June, 2009

**EMPLOYEE UNIT:** AFSCME

**Supersedes:** December 1997

**FLSA EXEMPT:** No

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**JOB SUMMARY:** Under general supervision of the Assistant Director of Finance, performs a variety of routine to difficult accounting clerical, utility billing and cashiering work in support of City accounting and financial functions.

**CLASS CHARACTERISTICS:** This is a journey level classification, fully competent to perform a variety of accounts payable, accounts receivable, cashiering, utility billing and financial record keeping duties. This class is distinguished from the general office support classes in that the responsibilities relate specifically to the processing, audit, review and reconciliation of accounting and financial information.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Assistant Director of Finance, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Act as cashier for the receipt of funds for City utility, licensing, permits, receivables and other City services.
2. Prepare receipts, balance cash received and reconcile invoices.
3. Process payments and enter appropriate data into finance software applications.
4. Process periodic utility and miscellaneous accounts receivables, including producing billing forms and preparing them for mailing.
5. Obtain information from and for consumers and complete forms to begin and end utility service.
6. Prepare delinquent notices, follow-up on returned checks, and arrange for collection of delinquent accounts.

7. Process City's purchase orders and verify compliance with City purchasing policies.
8. Prepare, verify and process various applications and renewals.
9. Maintain a petty cash fund for employee reimbursements.
10. Process vendor's invoices for payment, including confirming authorizations extending figures, computing discounts, and input data to produce checks and reports.
11. Contact vendors regarding invoice discrepancies.
12. Maintain and monitor active contract file for verification of compliance with financial obligations and purchasing policy.
13. Perform a variety of office support duties such as maintaining files, typing correspondence, processing mail and providing back-up to other City departments.
14. Provide support for annual budget preparation and CAFR.
15. Provide applications and answer inquiries for business licenses and update business license data files.
16. Answer citizen inquiries regarding City services provided.
17. Maintain records, post to and reconcile various accounts and perform other accounting office support duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Graduation from high school or equivalent. Some college level accounting or bookkeeping course work is desired.
2. Two years of increasingly responsible experience in the preparation and maintenance of accounting, or financial records.

**Knowledge of:**

1. Bookkeeping and accounting clerical procedures as related to accounts receivable and cashing, accounts payable, and other standard accounting office functions.
2. Basic business data processing principles as applied to financial record keeping.

**Skill in:**

1. Posting, verifying, compiling and reconciling various accounting documents, records and reports.
2. Using independent judgment within established guidelines.
3. Prioritize work, coordinating several projects at one time, and meeting critical deadlines.
4. Typing with sufficient speed and accuracy to enter and retrieve data from a computer and prepare

routine correspondence.

5. Providing outstanding customer satisfaction (internally and externally).
6. Use of common office software including Microsoft Office and applicable specialized finance applications.

**Ability to:**

1. Rapidly learn the policies and procedures pertaining to the work.
2. Communicate effectively, both verbally and in writing.
3. Establish and maintain effective working relationships with those contacted in the course of the work.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office.
2. Noise level in the work environment is usually moderate.